

UNITED STATES DISTRICT COURT

Southern District Of California

San Diego, California

Phone: (619) 557-6152 Fax: (619) 702-9911

www.casd.uscourts.gov

Part Time Court Reporter

Temporary - Not To Exceed One Year and One Day

Vacancy Announcement #04-29

POSITION:	Part Time Court Reporter
CLOSING DATE:	Open Until Filled
SALARY RANGE:	Court Reporters Scale below
LOCATION:	San Diego, California

INTRODUCTION: The Clerk's Office is accepting applications for the position of Part Time Court Reporter. As part of the judicial services section, the Part Time Court Reporter records verbatim all proceedings as directed.

REPRESENTATIVE DUTIES: The Court Reporter is located in the Edward J. Schwartz U.S. Courthouse. The court reporter is required to utilize Computer Aided Transcription (C.A.T.). Responsibilities include attending and recording verbatim all proceedings as directed by a judge or court or requested by any party who has agreed to pay the fees established by the Judicial Council; reading back all or any portion of the court records; reviewing the court calendar and noting the appearance of attorneys, witnesses and the proper spelling of their names; producing transcripts within strict time limitations; billing, delivering and/or mailing official transcripts prepared; certifying and filing with the Clerk of Court all original records and a copy of all transcripts prepared; and covering other courts as needed. The incumbent is responsible for providing and maintaining his or her own computer equipment, telephone, and furniture.

Salary Range:	<u>2004 Pay Rates</u>	<u>F/T Salary Per Annum</u>
	Level 1	\$65,531, plus transcripts
	Level 2	\$68,807, plus transcripts
	Level 3	\$72,083, plus transcripts
	Level 4	\$75,360, plus transcripts
	Level 5	\$78,637, plus transcripts

Minimum Starting Salary: \$31.51 per hour; \$34,408.92 annually* plus transcripts

*Starting salary may be higher based on candidate's certifications and/or years of experience. Annual salary is based on a 21 hour weekly schedule. Additional hours, varying between one to 19 hours a week, may be required and are paid on a "When Actually Employed" (WAE) basis, or with compensatory time off.

Minimum Qualifications (Level 1): To qualify for a position of Official Court Reporter, the candidate must be a high school graduate or equivalent, and must possess a minimum of 4 years prime court reporting experience in the free lance field of service or in other courts or a combination thereof, and have qualified by testing for listing on the registry of professional reporters of the National Court Reporters Association (NCRA) or passed an equivalent qualifying exam.

For pay levels above Level 1, the candidate must meet the qualifications in Level 1 and the following:

Level 2: Must either (1) possess a Registered Merit Reporter Certificate from the NCRA, NVRA, or passed an equivalent exam; or (2) have satisfactorily completed ten years of full-time service as a court reporter for a U.S. District Court. Time spent serving in a federal court as contract or per diem reporter may be credited toward this requirement.

Level 3: Must either (1) possess a Registered Merit Reporter Certificate and have ten years of full-time court reporting experience as a court reporter for a U.S. District Court; or (2) have successfully completed the certified realtime reporter exam offered by the NCRA, or an equivalent exam.

Level 4: Must either (1) possess a Registered Merit Reporter Certificate from the NCRA, NVRA, or passed an equivalent exam and have successfully completed the certified realtime reporter exam offered by the NCRA, or an equivalent exam; or (2) have satisfactorily completed ten years of full-time service as a court reporter for a U.S. District Court and have successfully completed the certified realtime reporter exam offered by the NCRA, or an equivalent exam.

Level 5: Possess all the requirements in Levels 1- 4 above.

Personal Characteristics: The successful candidate should be mature, extremely flexible with regards to schedule, responsible, and poised. You should possess tact, good judgment, initiative, and dynamic people skills.

Incentive/Benefits: Benefits include 13-26 days of annual leave, 13 days of sick leave, 12 paid holidays per year, a flexible work schedule, retirement which includes a matching Thrift Savings Plan, pre-tax programs (health, dependent care and transportation), and insurance plans (health, life, disability, and long-term care). This position comes with office space.

APPLICATION PROCESS: Qualified candidates must submit a cover letter with resume that includes their name, address, telephone number, education, work and salary history, copies of certifications, and three references that may be contacted. The cover letter and resume should be sent to:

**W. Samuel Hamrick, Jr.
Clerk of Court
Attn: Human Resources
880 Front Street, Suite #4290
San Diego, CA 92101**

Resumes may be e:mailed to:

casd_hr@casd.uscourts.gov

Faxed to:

619/702-9911

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER